**PEER REVIEW PROCESS ROLES AND RESPONSIBILITIES  
FOR THE INITIAL ACCREDITATION VISIT**

**Host School**

* Nominate individuals who are deemed eligible to serve on the school’s peer review team.
* Once appointed, confer with chair to discuss assistance desired and optional previsit to campus.
* Conduct a self-evaluation with respect to the accreditation standards consistent with the school’s mission and objectives.
* Submit copies of the school’s self-evaluation report to team members and applicable accreditation committee through myAccreditation (5 months before the visit).
* Contact team chair (and/or accounting chair, if applicable) to discuss visit schedule, and confirmation of the appropriate information to be prepared before and reviewed during the visit.
* Receives the previsit analysis (45 days before the visit) and provides a response to the team for item(s) requested prior to the visit, and prepares any additional information requested for onsite review.
* Assist the peer review team during the visit so that its work can be thorough, expeditious, and completed with minimum disruption to the institution.
* Complete the Host School Peer Review Visit Evaluation to AACSB.

**Team Chair – Self-evaluation period (final SER)**

* Assume the advising role from the mentor.
* If conducting a previsit in the self-evaluation period, ask questions that encourage the school to define its processes, activities, outcomes and feedback for continuous improvement.
* Understand the school’s mission, environment, objectives and operations.
* Be fully informed about the accreditation standards and peer review process.
* Provide clarification to the school on the philosophy and intent of the accreditation standards and their interpretation.
* Interact with the school’s dean (and/or accounting administrator, as applicable) to identify and ensure desired consultative assistance.
* Keep accreditation committee and AACSB staff liaison informed of advising activities, and seek information if necessary.

**Team Chair – Previsit and initial visit period**

* Serve as a knowledgeable resource on the accreditation standards and peer review process to the school and team.
* Review thoroughly the final self-evaluation report found in myAccreditation.
* Determine how the established processes ascertain attainment of the mission and assure quality programs and continuous development and improvement.
* Gauge the team’s understanding of the institution’s and school’s mission and objectives and seek clarifications.
* Develop previsit analysis for host institution in consultation with team members and the accreditation committee.
* Plan a comprehensive visit in consultation with the host dean (and/or accounting administrator, as applicable).
* Provide consultation that encourages and challenges the institution.
* Participate as a team member in the peer review visit and development of the team’s accreditation recommendation consistent with the team report.

**Team Members**

* Assist team chair with development of the previsit analysis of the host institution.
* Perform as a cohesive team and conduct peer review in a professional manner.
* Maintain peer review focus on assessing quality and continuous improvement in relation to host school’s mission.
* Review thoroughly the final self-evaluation report found in myAccreditation.
* Understand the environment, mission, objectives and operations of the school.
* Determine the facts on which accreditation assessment is based.
* Analyze the applicant’s achievement of each accreditation standard based on the team’s determination of facts.
* Ascertain that the established structure and processes of the applicant assure continuous development and improvement.
* Determine how the applicant fulfills its mission and objectives with respect to the accreditation standards in achieving overall high quality.
* Make an accreditation recommendation and provide consultation when requested.
* Maintain appropriate confidentiality throughout and following the process.

**Initial Accreditation Committee Reviewer**

* Conduct the review of the draft of the previsit analysis if asked following AACSB staff review.
* Serve as principal point of contact and communication between the accreditation committee and team.
* Lead the accreditation committee review and discussion on the team’s accreditation recommendation and report.

**Initial Accreditation Committee**

* Manage the peer review and accreditation process consistent with the policies and procedures established by the Accreditation Council and Board of Directors.
* Appoint team chairs / accounting chairs and peer review team members (upon receipt of nominations from schools).
* Review the peer review team draft previsit analysis when requested.
* Review the peer review team’s visit report(s) and accreditation recommendation and concur or remand the recommendation for reconsideration.
* Transmit accreditation recommendation(s) to the Board of Directors.

**Board of Directors**

* When the Board of Directors ratifies a recommendation for initial accreditation, the institution is accredited and joins the AACSB Accreditation Council, with a continuous improvement visit to occur in year five.
* The Board of Directors will send official notification to the institution, including a decision letter and accreditation certificate. AACSB does not publicize the names of institutions to which the Board denies accreditation.